



KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/82914427274>

Date & Time: August 12, 2025 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member; Fred Van Vurst, Member

Management Team: Dakota Santellana

Call to Order:

Quorum:

Welcome Guests: Kimberly Fontalvo, Prospective ARC Member

Approval of Minutes: ARC meeting minutes for July 8, 2025 submitted for approval

Old Business:

1. Top of Foundation Certifications – Received and Verified

None this period

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- 3414 Crest Hollow View

New Business:

1. 3710 Camels View – New Construction Landscape: Ornamental Wall at Driveway

An ornamental metal wall has been installed along the side of the driveway, creating a barrier to the lower grade below. This element was not shown on the New Construction or Landscape plans and therefore not approved previously. Committee discussion on next steps.

2. 3237 Viridian Point – Structural Remodel Project, Reactivated

This Structural Remodel project received Final Approval on March 17, 2025. The project replaces and expands the existing rear deck on this property. The project was cancelled in May 2025 at the request of the owners. On August 8, 2025 the owners requested that the project be re-activated and a new estimated completion date was provided: August 30, 2025. No vote required. Project file moved to “Active” and updated information added. The owner received confirmation via email/USPS. Letter to file.

3. See “Ratifications” below for other New Business

Ratification of Consent for Actions taken by the ARC between Formal Meetings:

1. 3756 Camelrock View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 11, 2025 and circulated to the committee for review. This project is for the installation of solar panels on the residential structure. On July 12, 2025, the motion was made and seconded (Gathen/Van Vurst) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

2. 1670 Hill Circle – Structural Remodel, Preliminary and Final Approval

This Structural Remodel project was submitted on June 26, 2025. The project entails the addition of two ground-level decks on the rear side of the residence. Preliminary review found the deck and railing material specifications were needed as well as a Site Plan (to determine conformance with setback requirements). The information was requested on June 27th and received on July 9, 2025. Following review, the motion was made and seconded (Gathen/Van Vurst) to grant Preliminary Approval to this project. On July 14, 2025, the Final Structural Remodel package was submitted and circulated to the committee for review. On July 16, 2025, the motion was made and seconded (Danner/D'Amico) to grant Final Approval to this project. Motion carried. The owner was notified of both approvals by email/USPS. Letters to file. Neighbor Notification cards were also sent following Final Approval.

3. 3402 Crest Hollow View – NC Landscape, Final Approval

This new construction Landscape Package was submitted on July 14, 2025 and circulated to the committee for review. Initial review found that additional information was required: fence specifications, artificial turf sample, and drainage information. This information was requested and submitted on July 17, 2025. Following a second review, July 19, 2025 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval for this landscape project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 3605 Camel Grove – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 17, 2025 and circulated to the committee for review. This project replaces an existing front door. On July 18, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3438 Crest Hollow View- NC Landscape, Final Approval

This new construction Landscape Package was submitted on July 14, 2025. Initial review found that additional information was required: specifications for dog-run fencing. This information was requested and submitted on July 21, 2025. Following a second review, on July 22, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval for this landscape project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 2589 Lyons View Point – Preliminary Approval Extension, Approved

This New Construction project received Preliminary Approval on January 24, 2025. Per KCPOA requirements, The Final NC package must be submitted within 6 from the preliminary approval date. The owners requested a 30-day extension for the Preliminary Approval; the Final NC package is expected to pass RBD within that period of time. On July 22, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Approval for the extension. Motion carried. The owner was notified by email/USPS. Letter to file.

7. 3035 Shadybrook Lane – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 21, 2025 and circulated to the committee

for review. This project replaces an existing front door. On July 23, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

8. 3650 Camels View – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on July 18, 2025. The extensive project entails removing all juniper shrubs and trees from the perimeter of the home. Initial review found that additional information was needed: new Landscape Plan specifying the ground cover materials that will be installed at locations where organic material is removed and the addition of trees in the front yard to conform with KCPOA requirements. The information was requested and submitted to the ARC on July 31, 2025. Following a second review, on August 1, 2025 the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

9. 3660 Camels View – Landscape Hardscape Remodel, Final Approval

This Landscape Hardscape Remodel project was submitted on July 17, 2025. The project entails the addition of a hot tub with screening walls on the rear side of the residence. Initial review found that modifications to the plan were required: location and height of walls not approvable. Plan modifications were requested on July 18th. A modified plan was submitted with a Request for Variance on the screening wall requirements: Height and location. The Variance Request was denied on July 27, 2025. The final, third modified plan was submitted on August 2, 2025 and circulated to the committee for review. This plan was in conformance. On August 3, 2025, the motion was made and seconded (D'Amico/Van Vurst) to grant Final Approval to this project. Motion carried. The owner was notified of both approvals by email/USPS. Letters to file.

Other Business:

- 1. Completed Projects** - The following projects have been completed and inspected by the ARC. The files have been closed and homeowners notified that they may retrieve printed copies of construction and/or landscape plans; any items not collected within one week from the notification will be destroyed. All electronic files are retained by KCPOA.
 - 3414 Crest Hollow View – New Construction
 - 3425 Hill Circle – Landscape Remodel
 - 3450 Crest Hollow View – NC Landscape
 - 3625 Hill Circle -Landscape Remodel
- 2. KCPOA Design Guidelines & Maintenance Standards** -
Final revisions requested. Discussion on “Roof-top Decks”. Schedule for posting to the KCPOA website for owner comment period.
- 3. Postponed: KCPOA Storage Unit Clean-Out** – Reschedule TBD
- 4. ARC-Liaison to the Wildfire Mitigation Task Force**
- 5. Annual Homeowner’s Meeting** – August 28, 2025

Next Scheduled Meeting: September 9, 2025 at 2:00pm

Adjournment: